



OXY LOW INTEREST LOAN & LOW INTEREST LOAN INSTRUCTIONS FOR COMPLETING LOAN REQUIREMENTS

Once a student borrows an Oxy Low Interest Loan or Low Interest Loan, the student must complete certain financial requirements before the funds are disbursed and credited to your student billing account. The purpose of this document is to provide you with information and guide you in completing the following loan requirements:

1. Entrance Counseling
2. Master Promissory Note
3. Statement of Rights & Responsibilities
4. Self-Certification Form
5. Disclosure Statements

BEFORE PROCEEDING, IT IS IMPORTANT TO NOTE THAT THESE REQUIREMENTS MUST BE COMPLETED BY THE STUDENT BORROWING THE LOAN, NOT THE PARENT(S).

LOAN REQUIREMENT INFORMATION

ENTRANCE COUNSELING – MUST BE COMPLETED BY ALL FIRST-TIME BORROWERS

Students must understand the basic principles of the loans they are borrowing. Entrance Counseling provides you with necessary baseline information on the terms and conditions of the loans you are borrowing, and your responsibility for repaying the loan.

STATEMENT OF RIGHTS AND RESPONSIBILITIES – MUST BE COMPLETED BY ALL FIRST-TIME BORROWERS

This is a legal document in which you promise to repay the money loaned to you and any accrued interest and fees to Occidental College. This document will also outline the legal obligations you have for repaying this money.

DISCLOSURE STATEMENTS – MUST BE COMPLETED FOR EACH LOAN BORROWED

Disclosure statements outline the terms and conditions of the loan including the interest rate, fees, the amount borrowed, and the repayment schedule. You must read and understand the terms of the loan before you agree to borrow the money.

COMPLETING YOUR LOAN REQUIREMENTS WITH HEARTLAND ECSI

Heartland ECSI is the loan servicing company that manages the Oxy Low Interest Loan and Oxy Low Interest Loan on behalf of Occidental College. All loan requirements will be completed within the ECSI Portal.

After logging into your Financial Aid Portal (accessed within your MyOxy account), you will be prompted to log in to your Oxy email account) from ECSI with a PIN for accessing your loan on the ECSI Portal.

To complete the loan requirements process, follow the steps below:

STEP 1: Navigate to the ECSI Portal website via the link provided in the email sent to you by Heartland ECSI. (Note: You must have access to your Oxy email account in order to access your loan information.)

STEP 2: Click on the “Borrowing” icon to review and complete your loan requirements.

STEP 3: Enter your SSN, first name, last name, date of birth (MMDDYYYY), and “Student.”

STEP 4: Click on "**Authenticate Me**". Enter the PIN provided by ECSI (*sent to your Oxy email address*).

STEP 5: Select the **Zero Interest Loan** OR **Low Interest Loan** (as listed on your Oxy Financial Aid Portal) by checking the appropriate at the end of the page box, and "**Submit**."

STEP 6: You will be presented with your loan disclosure statements (3), statement of rights and responsibilities, and a certification form. Please be sure to read and review each of these documents carefully. Follow all instructions given for providing information, checking appropriate boxes, etc.

STEP 7: Upon completing all required documents, e-sign and "**Submit**."

STEP 8: After the system has processed your documents, a "**Click Here**" link to view, print, or download a copy of your electronically signed promissory note. We strongly recommend that you retain a copy for your records.

NOTE: You must actively accept/decline your loan(s) in your financial aid portal (accessed within [one semester only](#)). Also, if you would like to reduce the amount of your loan, or accept the loan for one semester only, you must email the Office of Financial Aid at finaid@oxy.edu *and amount reinstated after it has been reduced or adjusted to one semester*, you must email the Office of Financial Aid at finaid@oxy.edu *and amount reinstated after it has been reduced or adjusted to one semester*, you must email the Office of Financial Aid at finaid@oxy.edu.

If you have questions regarding your loan, please feel free to contact the Office of Financial Aid by e-mailing finaid@oxy.edu or calling (323) 259-2548.